

VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF AUGUST 2, 2016

- 1. Call to Order at the Municipal Services Building.** The meeting was called to order at 6:00 p.m. by Alex Jushchyshyn.
- 2. Determine that a quorum is present and that the agenda was properly posted.**

It was determined that a quorum was present and that the agenda had been properly posted. Committee members present were Alex Jushchyshyn (chair), Mike Hackel, Larry Kieck, and Scott Schuerman. Andy Eberhardt was absent and excused. Also present were Public Works Director JJ Larson, Mike Maloney of MSA, Travis McDermott of MSA, and Public Works Administrative Assistant Kristen Krause.
- 3. Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.**

None.
- 4. Old Business**
 - a. Discuss pros and cons of keeping Bonnie Road building.**

This item was tabled.
 - b. Discuss Sidewalk Maintenance & Repair Policy.**

Village Board Trustee John Williams, who was unable to attend this meeting, had asked that the Public Works and Properties Committee consider eliminating the Village’s portion of payment for sidewalk repairs and place the entire financial responsibility on the property owner. Present policy has the Village splitting the total cost of sidewalk repairs with the property owner, 50-50. The Village currently budgets \$7,500/year for sidewalk repairs. Larson explained that changing the policy would require an ordinance change. Hackel noted that all Village sidewalks needing repairs could be done at one time if the Village was no longer responsible for payment. Schuerman feels that it could be difficult to fully charge a property owner for sidewalk repairs that are caused by Village terrace trees. Kieck added that the Village needs to fix the problem of the sidewalk shifting. No formal action was taken.
 - c. Update on property responsibility clarification between Parks and Public Works & Properties.**

Larson met with Jushchyshyn, Parks, Recreation and Forestry Director Sean Brusegar, and Parks Committee Chair and Village Board Trustee Jennifer Pickel to discuss what department/committee is responsible for park shelters/buildings. In the ordinance, there is an overlap of responsibility. It was the consensus of Larson and Brusegar to keep this overlap and continue to have Brusegar oversee and maintain park building structures.
- 5. New Business**
 - a. Discuss and consider revised proposal from MSA for Municipal Services Building assessment.**

McDermott went over the new quote for a quick walk-through assessment. A list will be made on what needs to be fixed/completed, but not necessarily solutions. Maloney stated that it will take a day to get through both the Municipal Services Building and former Public Works Building at 225 Bonnie Road. Some items to be considered in the assessment for the Municipal Services Building include: the air handler, HVAC, plumbing, and the building envelope (expansion joints and the roof). Items for the building on Bonnie Road include: the grommets on the roof, how to keep the salt storage facility up, and how to keep the overall building up. Hackel would also like the assessment to show what major maintenance issues the buildings could face over the next five (5) years. Jushchyshyn wants to make sure that the roofs of both buildings are examined in the assessment, especially the age and condition of the Municipal Services Building. The estimated costs for the assessment of the three (3) Village buildings is as follows: Municipal Services Building is \$1,500.00, former Public Works Building is \$1,300.00 and Village Hall is \$1,300.00. **Motion** by Hackel, seconded by Jushchyshyn, to authorize spending funds in the amount not to exceed \$4,500.00 for MSA services to inspect the Municipal Services Building, the former Public Works Building, and the Village Hall. Motion carried with a voice vote of 4-0-0.

- b. Discuss and consider recommendation to the Village Board to sell the old Vilas Road Lift Station Lot.**

Jushchyshyn reached out to realtor and Village Board Trustee Kyle Broom to see if the lot is sellable, to which he was told that it is. He also noted that the Village would need to disclose what was previously located on the lot. The lot is a little over an acre and is two (2) parcels, with some easements and setbacks. Larson will find out what the parcels are zoned. Hackel said that the Village needs to find out the current appraisal of the lot and if it's even buildable. Jushchyshyn will bring this item to the Village Board to see if they are willing to look into the possibility of selling the lot. No formal action was taken.
- c. Discuss options for signal lights at the intersection of School Road and Hwy N.**

McDermott explained that Village Administrator Matt Giese recently spoke with Ehlers about funding the signal light project and improvements at School Road and Hwy N. Ehlers stated that the TIF could not support the cost of the project improvements at the intersection at this time. It was also noted that there is no specific time frame for when the signal lights need to be put in. McDermott said that the lights could be temporarily installed and the intersection improvements could be held off on, but that it will cost more to do the improvements later. Jushchyshyn stated that the TIF is doing well there with the recent additions of Culvers, Rainbow Child Care and Atlantis Valley Foods. Hackel would like to see the project move forward for safety and traffic reasons. He also said it would be beneficial to have planning in place to be able to start construction next spring. Jushchyshyn directed Maloney and MSA to continue working with Ehlers to see when funding for the project would become available. No formal action was taken.

6. Engineers Report

VILLAGE PROJECTS

Westlawn 3rd Addition Wetland Restoration

Permits are being extended to allow for the project to occur in 2017.

DEVELOPMENT PROJECTS

Atlantis Valley Foods

MSA has been conducting weekly erosion control inspections as construction has progressed. Remaining public improvements include sidewalk and terrace grading. Final inspections on storm water basins will be completed once everything is restored.

Clasen Custom Coatings

Construction has continued for Clasen Coatings and MSA has been performing weekly erosion control inspections.

Rainbow Child Care Center

Construction has started at Rainbow Child Care Center. Work within the public right-of-way will include a new hydrant, pavement patching, sidewalk patches, and connecting to the existing storm sewer. The project also includes an underground stormwater system that will serve the site.

Culver's

MSA has been performing weekly erosion control inspections as construction has progressed. Remaining public improvements include sidewalk and terrace grading.

Cottage Grove Mini Storage

Construction started in early June for the Cottage Grove Mini Storage. MSA has been performing weekly erosion control inspections as construction has progressed.

Quarry Ridge Estates

MSA has received plans to review for an addition to Quarry Ridge. Once plans and permits are approved, the developer is planning to begin construction this year.

TID5

2016 Commerce Park Improvements

The project is complete, turned out well, and will be reviewed next year prior to the end of the one-year warranty. The final pay application was approved in July. The original estimate for the project was approximately \$150,000.00, and the awarded low bid came in at \$117,506.00. The final cost of the project came out to

\$122,913.04. Although the final cost was less than the estimate it was higher than the awarded bid amount due to a number of factors, which include: electrical work, additional drain tile repairs, and additional surface pavement for the lift station driveway. The change orders for the additional work done added a cost of \$8,895.00 to the project, but the final cost was only greater than the awarded contract price by \$5,407.04 because of savings on select unit items. Some savings came from less roadway undercut needed, less trucked in base course needed, and less restoration needed than what was planned for.

7. Directors Report

Public Works staff have been working on several projects lately, including: trimming trees and removing brush at Village Hall (as directed by the committee), doing removal and prep work for the sidewalk repairs, and completing two consecutive brush collections – one special collection on July 25 for storm damage incurred on July 21 and the normal brush collection the first week of August. Parks staff also helped with the special brush collection and were a great asset. The sidewalk repairs will be done by Cattell, who will be forming/pouring/finishing the repairs this week, and Public Works staff will then handle restoration. Only had one resident upset about the sidewalk repairs so far. Wolf Paving completed paving work on Hwy BB and Uphoff, and also Clark Street. Dane County will re-stripe for us after Fahrner completes the sealcoat work. Dane County came in at roughly 1/3 the cost of the other two quotes for re-striping. Larson will use the remaining road dollar funds on crack filling.

Larson sent four (4) weed notices out in the last month to residents/property owners that are in violation of the Village ordinance. One resident/property owner on North Parkview is a repeat offender, but finally did mow their property. Another notice was also sent again to the owners of the lot along Hwy BB between Sandpiper and Cork Crossing. Their contractor did come, but Larson documented the work done with pictures and a plan to follow up if they continue to maintain the lot in this way.

Mike Mayfield and the Monona Grove High School group did a fantastic job this year clearing weeds and cleaning up a number of areas throughout the Village. Larson looks forward to having their help again next year.

8. Approve the minutes of the July 5, 2016 Public Works & Properties Committee meeting.

Motion by Kieck, seconded by Schuerman, to approve the July 5, 2016 meeting minutes as presented. Motion carried with a voice vote of 4-0-0.

9. Set tentative date for next meeting.

The next meeting is tentatively scheduled for Tuesday, September, 6, 2016 at 6:00 pm at Municipal Services Building.

10. Future Agenda Items

- Discuss getting computers for PW staff.
- Discuss brush collection policy change.
- Discuss phosphorus run-off ordinance (long-term agenda item – future meeting).

11. Adjournment

Motion by Hackel, seconded by Schuerman, to adjourn at 6:58 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: __9/6/16__

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim discussion of the subjects and conversations that took place.